



Awarding Grades 2020-21

A guide to the appeals process for GCSE and A level grades

By undertaking an appeal I understand that my grade may be **lowered, raised, or unchanged**. If it is lowered I will have to accept this grade.

Do you still want to appeal?

No

No appeal

Yes

Make a Stage 1 Centre Review – email l.houldcroft@bishopchalloner.bham.sch.uk to request Stage 1 Review Form

Procedural Review.

Do you have evidence that the school has **not** followed their Centre Policy when determining your grade

Read the Centre Policy here at www.tinyurl.com/BCCentrePolicy

If yes: **Complete the Stage 1 Review Form**

Administrative Review.

Do you have evidence that there has been an administrative error during the process of determining your grade?

If yes:

Complete the Stage 1 Review Form

Sign and email your Stage 1 Review Form to the school at: l.houldcroft@bishopchalloner.bham.sch.uk Wait for an email school response

Are you happy with the school's response and the outcome of the Stage 1 Appeal?

Yes

No further appeal

No

Make a Stage 2 Appeal to the Awarding Organisation. – email l.houldcroft@bishopchalloner.bham.sch.uk to request Stage 2 Review Form

Complete the Stage 2 Review Form

We will help you to complete this form if you need support.

Sign and send your Stage 2 Review Form to the school at: l.houldcroft@bishopchalloner.bham.sch.uk We will send it to the Awarding Organisation

The Awarding Organisation will review your appeal and decide if it is successful. **The grade may be unchanged, raised or lowered.** You will be informed of the final appeal outcome via email

Key deadlines

Submit an A Level priority appeal by 16th August

Submit a GCSE or A level Stage 1 Centre Appeal by 3rd September

Submit a Stage 2 Awarding Organisation Appeal by 10th September